

**U.S. Mission to Tunisia**

**JOB ANNOUNCEMENT # 15/07**

June 04, 2007

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**SUBJECT:** Webmaster-Interpreter

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**OPEN TO:** All interested Candidates

**POSITION:** Webmaster/Interpreter, FSN-10: FP-5

**OPENING DATE:** June 11<sup>th</sup>, 2007

**CLOSING DATE:** June 25<sup>th</sup>, 2007

**WORK WEEK:** 40 hours/week

**SALARY:** Not-Ordinarily Resident: (Position is graded at the full performance level of Grade: FP-5)  
Ordinarily Resident: TD 27,384 per year (Position is graded at the full performance level of Grade: FSN-10).

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Tunis is seeking an individual to fill the position of Webmaster/Interpreter in the Public Affairs Section.

**BASIC FUNCTION OF POSITION:**

This position will serve as the trilingual webmaster for the public internet website; provide professional-level interpretation in Arabic and French; and provide press back-up in the Information Section of the Public Affairs Office

**A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 71-107-191 or 71-107-042.**

**REQUIRED QUALIFICATIONS:**

**Education:** University degree in Interpretation and Translation, or equivalent degree for master's level study performed in English. And/or certificate from an interpretation accrediting body.

**Experience:** Three years of previous multi-lingual website management and document translation experience. Two years of experience as an interpreter in similar work setting (government or NGO institution).

**Language:** Level IV (Advanced Proficiency) in English, Arabic and French (Speaking/Reading/Writing) is required.

**Knowledge:** Professional website management knowledge of HTML and a content management system. General knowledge of computer software applications: Microsoft Office, Desktop publishing. General knowledge of US and Tunisian government: history and culture, current policy and world current events. General knowledge of economics, political science, finance and international organizations. Professional knowledge of Arabic, French and English for simultaneous and consecutive interpretation.

### **SELECTION PROCESS:**

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY:**

**Interested applicants for this position must submit the following applications or resume in English:**

**\* “Application for Employment” (OF-612) AND the employment form” Nepotism Memorandum” form MUST be sent. These employment applications can be found on our Mission’s webpage on the Internet at [http://tunis.usembassy.gov/job\\_opportunities.html](http://tunis.usembassy.gov/job_opportunities.html) or you can pick up these applications at the front reception kiosks on the Embassy grounds.**

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

Please submit all documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of this position. Qualification requirements are listed above.

**Do not attach a photo to the application; if applications are received with photos, the photos will be discarded.**

**UNLESS THE ABOVE DOCUMENTS ARE SUBMITTED, APPLICATIONS WILL NOT BE CONSIDERED.**

**SUBMIT COMPLETED APPLICATIONS VIA:**

E-mail: tunisapplicants@state.gov

Fax: 71-107-080

Regular mail:

Human Resources Office  
American Embassy Tunis  
Les Berges du Lac  
1053 Tunis, Tunisia

\* The nepotism memorandum discussed above must be attached to the application.

**POINT OF CONTACT:**

Human Resources Assistant, phone: 71-107-191 or 71-107-042

**DEFINITIONS:**

**1. AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse or dependent that is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition to AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: Monday, June 25<sup>th</sup>, 2007**

The US Mission in Tunisia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted, Approved and Cleared in accordance with Post Regulations

Distribution: A&B